



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 13-10-905
AMENDMENT # TWO
FOR OFFICE SPACE IN MEMPHIS, SHELBY COUNTY,
TENNESSEE

DATE: November 20, 2014

RFP # 1310905 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFP Advertised		11/10/2014
2. Disability Accommodation Request Deadline		11/12/2014
3. Pre-proposal Conference	11:00 a.m.	11/13/2014
4. Notice of Intent to Propose		11/14/2014
5. Written "Questions & Comments" Deadline		11/14/2014
6. State Response to Written "Questions & Comments"		11/20/2014
7. Proposal Deadline	2:00 p.m.	11/25/2014
8. State Completion of Qualitative Proposal Evaluations		12/4/2014
9. State Opening of Cost Proposals		12/5/2014
10. State Completion of Cost Proposal Evaluations		12/15/2014
11. State Completion of Negotiations and Negotiated Cost Proposal Evaluations		1/8/2015
12. State Notice of Intent to Award Issued and RFP Files Opened for Public Inspection		1/9/2015
13. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		1/20/2015
14. Lease is circulated to successful Proposer for signature		1/28/2015
15. Lease Signature Deadline		2/5/2015
16. Delivery Date for Construction		4/1/2015
17. Substantial Completion Date		8/1/2015

18. Certificate of Occupancy Date		8/1/2015
19. Lease Commencement/Occupancy Date		9/1/2015

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION/COMMENT		STATE RESPONSE
1	On Item 2.1 - RFP Schedule of Events, it states on Item 16 Delivery Date for Construction to be 4/1/2015, additionally it states on Item 15 that Lease Signature Deadline is 2/5/2015. This allows the Landlord 54 days from Lease execution to meet the Landlord Delivery. What additional time provisions is the State willing to allow the Landlord in order to meet the required Landlord Delivery?	The State may consider proposals which offer different dates than the Schedule of Events. However, the dates in the Schedule of Events for Substantial Completion and Lease Commencement should be considered to be outside dates which should not be modified. Please specify any changes to the Schedule of Events that are part of a proposal.
2	Will the State of TN consider space that on two separate floors that are not contiguous? One floor has ground floor walk-in capabilities and the other is on an upper floor in the building.	Yes, the State will consider space on floors that are not contiguous, but the preference is that floors be contiguous if it is a multi-floor proposal. Further, the State prefers one floor on ground level.
3	What are the traffic patterns for visitors coming to visit the State?	The office will be open from 8:00 am – 4:30 pm Monday-Friday. Both employees and clients will be accessing the office during these hours.
4	How many visitors will there be on a daily basis and what general times will they be visiting?	The number of visitors varies from day to day and the times of visits vary from day to day. It is difficult to estimate the number of daily visitors and when they will visit.
5	Will these visitors be visiting the State after-hours?	No. Employees may on occasion need access after-hours, but not visitors.
6	Will there be visitors on the weekend?	No. Visitors should only be at the office during normal business hours.
7	When these visitors are visiting the State is it generally a quick visit or will they be visiting the State for long periods of time?	The duration of a visit depends on the nature of the visit. Visits could last anywhere from five minutes to an hour or more.
8	In Section 1.2.2 could you please provide more detail regarding the exact use?	It is intended that this office will provide services for SNAP (food stamps) and TANF (Families First) benefits. It will determine client eligibility and administer benefits. In addition to the SNAP and TANF staff, the office will also house staff from other Divisions for client services. However, the State reserves the right to change the use to another State function.
9	Will children be spending the night at the building?	Children will not be spending the night in the building.
10	Is there a need for a generator?	There is no need for a generator.

QUESTION/COMMENT	STATE RESPONSE
11 Please confirm if utilities are included in the Monthly Rental Installments, the Tenant will reimburse the Landlord annually for the cost of utilities in excess of \$1.75 psf?	While the RFP requests full service operating expenses inclusive of utilities, the State is open to other structures for utility costs. The Proposer should make its most advantageous proposal to the State based on its specific building type and situation. Reimbursement above \$1.75 psf is one example of an alternative structure but it is not preferred over other, potentially advantageous, structures.
12 Please describe what is required of the building regarding Energy Star?	The Landlord would need to go to the Energy Star website and create a free Portfolio Manager's account. Once the account is created, they would need to enter one year's worth of utility invoices into Portfolio Manager from the most current billing invoice received, going back twelve (12) months for Electricity, Natural Gas, Chilled Water, and Steam. After a year's worth of utility data is entered into Portfolio Manager, an Energy Star score will be generated for the building. The Landlord would then need to provide the State with either an electronic or hard copy of the building's Energy Star score. Additionally, for verification purposes the Landlord will need to provide either hard or electronic copies of the billing invoices that they used as their baseline input into Portfolio Manager, per the request of the State.
13 Will that State visitors be required to check-in similar to the former Donnelly J. Hill and One Commerce Square process?	If the proposed building has a multi-tenant lobby, the State does not require a separate visitor check-in at the lobby. The State will require sufficient signage in the lobby to direct its visitors to the appropriate location within the building.
14 What is the importance of this requirements proximity to 40 S. Main (One Commerce Square)?	Proximity to One Commerce Square is not a requirement in this procurement.
15 Please confirm this use is Department of Human Services?	The current intended use is for the Department of Human Services. However, the State reserves the right to change the use to another State function.
16 Will the state consider a sublease for this requirement? Do I need to include both the sublessor and master lessor?	As set forth in RFP Section 1.2.6, the State is willing to consider alternative terms and conditions to those set forth in the State's form lease. All parties to such an arrangement would need to be listed in Section F of the Cost Proposal set forth as RFP Attachment 6.3.